

DIVERSITY AND DIALOGUE DIRECTOR

DISTINGUISHING FEATURES

The fundamental reason the Diversity and Dialogue Director exists is to be committed to encouraging and facilitating the community to engage in constructive dialogue around diversity and neighborhood/community issues in the Human Resources Department. This classification is supervisory. Work is performed under independent supervision by the Human Resources General Manager.

ESSENTIAL FUNCTIONS

Initiate and maintain a network of community groups to encourage interested citizens to participate in the city organization.

Establishes and maintains working relationships with executive management to influence decision-making that encompasses diversity issues.

Responsible for the administration of the daily operations of the Diversity and Dialogue Office. Duties include supervision of staff, preparation and monitoring of division budget, and other related duties.

Works on case management teams to investigate and resolve internal and external harassment and discrimination complaints.

Serves as chair of the employee diversity committee that develops citywide diversity strategies.

Collaborates with other departments to develop and implement policies and procedures that are impacted by diversity related issues. Participates in investigation of potential violations of ordinances, administrative guidelines or human resource policies.

Develops training programs on topical issues on diversity and public participation programs.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Group dynamics and human behavior; and the effects of both on members of a group.
Principles, methods and techniques used in diversity awareness and outreach.
Diversity networks and resources.
Public sector organizational dynamics and budgeting.
Cultural and value diversity issues.
Supervisory and management practices

Ability to:

Coordinate programs and events relating to the diversity initiative.
Respond positively to sensitive situations.
Serve as a resource for the public and employees for issues relating to diversity.
Exhibit a nonjudgmental, open manner.
Utilize effectively excellent interpersonal skills.
Demonstrate outstanding written and oral communication skills.
Establish and maintain effective working relationships with political officials, city management,

other professionals, and the general public.

Personify leadership qualities and a commitment to excellence.

Be proficient in using a personal computer, a variety of complex computer software programs, and other equipment essential to performing daily activities that require continuous and repetitive arm, hand and eye movement.

Present materials in a clear and logical format using proper sentence construction, grammar and punctuation.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a bachelor's degree in public administration, business administration, human resources or a related field and a minimum of five years of progressively responsible administrative experience.

FLSA Status: Exempt

HR Ordinance Status: Unclassified